

EVALUATION CRITERIA FOR THE CONSULTANCY

Role: Level

Supervisor: Mental Health Psychosocial Support Specialist

Timeframe of the assignment: From August 2022 to October 2022

Location: Beirut Area Office

Date of TOR: 16/08/2022

Save the Children in Lebanon (SC) is one of the leading humanitarian and development actors responding to different crises in the country. Present in Lebanon since 1953, SC operates in all areas of the country in the sectors of Food Security, Livelihoods, WASH, Shelter, Education, Child Protection, and Nutrition. Beginning in the middle of 2019, the Lebanese economy was already falling into a severe recession. The COVID-19 outbreak in Lebanon and the preventative measures undertaken to slow the pandemic has further battered the economy and exacerbated further economic and social vulnerabilities, particularly for displacement-affected population. The ongoing crisis has led to high levels of distress, and increasing vulnerabilities and protection risks for the most marginalized groups, including women and girls and youth in general.

Scope of the consultancy

SC places the achievement of better outcomes for all children at the center of our work. We aim for this by integrating mental health psychosocial support activities for children, youth, adolescents, adults, and caregivers at SC and its partners' child protection interventions to ensure holistic support is provided on the individual and household level.

SC is aiming to hire a consultant onboard to support in assessing and developing needed tools and guidance to ensure quality MHPSS support is being provided, in parallel with further support on capacity building and supervision for staff leading on MHPSS implementation.

Description of responsibilities

Within the scope of the assignment, the consultant is expected to:

- I. Develop needed tools and materials to ensure quality mental health psychosocial support services are offered since the start of the outreach and identification period until service is fully provided to the project participants.
 - A- Revision and adaptation of quality benchmark tools in place to be tailored and contextualized according to various packages available and in place.
 - B- Development of vetting criteria to various mental health psychosocial support services available for children, youth, adolescents, adults, and caregivers.
 - C- Train and induce relevant staff on developed tools and content.
- II. Development of guidance on capacity building and localization strategy for mental health psychosocial programming.
 - A- drafting a guidance to harmonize capacity building and indirect implementation for all MHPSS programming across all area offices for SC
 - B- Development of supervision and coaching tools to support and monitor staff leading on MHPSS activities.

C- Train and induce relevant staff on developed tools and content.

- III. Develop, review, and train on mental health psychosocial support key messages integrated across various activities and sectors.

All project and location-specific deliverables will be reviewed by Mental Health Psychosocial Support Specialist, Mental Health Psychosocial Support Program Manager; all national level deliverables will be validated by the Child Protection Specialist, Mental Health Psychosocial Support Specialist, and Child Protection Technical Advisor.

	Sub – Task	Contractual deliverable	Indicative delivery timeframe
1		Develop needed tools and materials to ensure quality mental health psychosocial support services are offered since the start of the outreach and identification period until service is fully provided to the project participants.	
	1.A	Revision and adaptation of quality benchmark tools in place to be tailored and contextualized according to various packages available and in place.	3 Full Working days
	1.B	Development of vetting criteria to various mental health psychosocial support services available for children, youth, adolescents, adults, and caregivers.	4 Full Working Days
	1.C	Train and induce relevant staff on developed tools and content.	1.5 Full working days between preparation and Implementation
2		Development of guidance on capacity building and localization strategy for mental health psychosocial programming.	
	2.A	Drafting a guidance to harmonize capacity building and indirect implementation for all MHPSS programming across all area offices for SC	5 Full Working Days
	2.B	Development of supervision and coaching tools to support and monitor staff leading on MHPSS activities.	2 Full Working Days
	2.C	Train and induce relevant staff on developed tools and content.	1.5 Full Working days
3		Develop, review, and train on mental health psychosocial support key messages integrated across various activities and sectors.	3 Full Working Days

A – ESSENTIAL

Bidders must meet the following criteria:

1. Bidder must submit a proposal, which covers the methodology proposed, demonstrates understanding of the scope of work, includes a timeline for the completion of the consultancy, which does not exceed 20 days, and provides sample performance of previous in-depth market assessments developed.
2. Bidders to confirm that they are not any prohibited parties or on Government blacklists. **(Bidders to submit a signed confirmation letter).**
3. Bidder's willingness to accept 100% payment to be paid until the maximum of 30 days' submission of invoice (after completion of service) with all valid supporting documents, payment method will be by either cheque or internal transfer in USD currency. **(Bidders to submit a confirmation letter)**
4. SCI will pay 7.5% tax on behalf of the supplier to the Ministry of Finance and will be deducted from total amount in case supplier does not have a financial certificate. **(Bidders to submit a confirmation letter)**
5. Bidder must submit proof of expertise in at least three similar projects. **(Bidders to submit a confirmation letter)**
6. Consultant to demonstrate a minimum of 5 years of working experience in delivering humanitarian and mental health psychosocial support.
7. BA in human sciences preferably MA in human sciences
8. Consultant must provide copy of individual C.V.s along with degree and certificate.
9. Excellent written and verbal communication skills in both English and Arabic is a strict requirement
10. Knowledge of crosscutting issues and relevant approaches for MHPSS integrated in different sectors such as Child protection, Case management, Food security and livelihood and wash & Shelter. **(Commitment letter to be submitted).**
11. Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct. The bidder should read and sign T&C on page #... in the bidder response document and sign and stamp the attached documents.
12. Bidder's registration in Lebanon: Bidder to submit copies of company registration, tax ID certificate OR identified from legal authorities
13. Bidder to confirm availability for interview in case passed the essential criteria **(Commitment letter to be submitted).**
14. Bidder should prepare a final report of findings and confirm the availability to present findings to SCI.

Bidders who provided/comply with all the above essential criteria/documents will then be evaluated technically and financially based on the below criteria and scoring.

B – TECHNICAL AND FINANCIAL

Technical			Financial
Quality 40%	Delivery 10%	Sustainability 10%	40% Total Price: Bidder's prices demonstrate an economically advantageous position for SCI.
1) Quality of proposal (level of effort/details put into proposal and level of understanding of assignment scope). 20% 2) Methodology (approach) and the extent to which the proposed sample covers all concerned stakeholders. 10% 3) Candidate profile (the strength and relevancy of the candidates' academic background, technical and evaluation expertise). 10%	Work Plan	The bidder has his or her own Sustainability Policy (or Policies)	